

HOME ECONOMICS

INSTITUTIONAL HOME MANAGEMENT

RELATED ACADEMIC SKILLS: WHAT THE VOCATIONAL INSTRUCTION SHOULD REINFORCE:

OCCUPATIONAL COMPETENCIES:	ACADEMIC AREA	INSTRUCTIONAL LINKS
1. Analyze and explore career and job opportunities.	Free Enterprise Language Arts	Identifies/job opportunities/emerging fields Evaluates/information-written
2. Recognize and evaluate care programs.	Language Arts	Evaluates/information oral-written/adequacy/sufficiency
3. Organize work procedures.	Language Arts	Composes/drafts/sequence
4. Plan for, establish and maintain a safe, clean, healthy and secure environment.	Science	Applies/uses/laboratory techniques/safety
5. Use home management cleaning procedures.	Language Arts	Attends/directions/tasks
6. Use institutional cleaning procedures.	Language Arts	Attends/directions/tasks
7. Use and care for the fire extinguishers.	Language Arts	Attends/directions/tasks
8. Follow oral/written instructions for performing	Language Arts	Comprehends/information-oral/written tasks.
9. Follow ethical standards.	Language Arts	Comprehends/information-oral/written
10. Communicate information.	Language Arts	Presents/formal speech/expository
11. Recognize and plan for care of individuals with special needs.	Language Arts	Collects/organizes/information oral/written/observations
12. Use emergency first aid procedures.	Science Language Arts	Applies/uses/laboratory instruments/techniques Attends/directions/tasks
13. Recognize crisis situations and deal with individuals involved.	Language Arts	Infers/predicts/information-oral/written solutions
	Language Arts	Adapts/style
14. Select purchase and store food.	Science Math Language Arts	Identifies/food groups Computes/addition-subtraction-multiplication-division Evaluates/information-oral
15. Develop plans to meet the nutritional needs of individual families.	Language Arts	Composes/reports/information supplying
	Science	Identifies/food groups
16. Plan, prepare and serve meals according to established criteria.	Language Arts	Comprehends/information-written
	Science	Identifies/food groups
17. Provide basic homemaker services.	Science	Applies/uses/laboratory techniques
18. Use home and/or commercial laundry equipment.	Language Arts Science	Attends/directions/tasks Applies/uses/laboratory instruments
19. Care for linen and/or clothing.	Language Arts Science	Attends/directions/tasks Applies/uses/laboratory instruments
20. Select and use proper cleaning equipment and supplies.	Language Arts	Evaluates/information oral-written
21. Maintain equipment, furnishings and surfaces and make minor repairs.	Science	Applies/uses/laboratory techniques
22. Manage resources.	Free Enterprise	Identifies/cost factors

23. Guide, physical, social, emotional and intellectual development.	Science	Applies/uses/scientific methods/observations-direct/indirect
	Science	Describes/explains/human/development
24. Establish positive, productive relations with the family.	Language Arts	Adapts/diction/audience-purpose-situation
25. Develop rapport.		Adapts/style
26. Provide or assist in the social and recreational care of individuals.	Science	Describes/explains/human/development
27. Use business procedures in home and/or institutional management.	Language Arts	Comprehends/information-written
28. Provide or assist in the personal care of individuals.	Language Arts	Comprehends/information oral-written
29. Carry out responsibilities related to the prescribed programs.	Language Arts	Comprehends/information oral-written
30. Maintain professionalism.	Language Arts	Comprehends/information oral-written
31. Carry out legal responsibilities related to the total program including the identification and reporting of any abuse and/or neglect.	Free Enterprise	Describes/explains/government impact/law

**RELATED ACADEMIC SKILLS:
WHAT THE VOCATIONAL INSTRUCTION SHOULD REINFORCE:**

LEADERSHIP COMPETENCIES:	ACADEMIC AREA	INSTRUCTIONAL
1. Follow directions.	Language Arts Language Arts	Comprehends/information oral-written Attends/directions/tasks
2. Speak effectively in front of others.	Language Arts	Presents/informal speech/discussion
3. Utilize time effectively.	Free Enterprise	Identifies/cost factors/human resources
4. Prioritize series of tasks.	Language Arts	Composes/edits/draft oral-written/sequence
5. Define goals.	Language Arts	Describes/purpose
6. Work effectively with others.	Free Enterprise	Describes/explains/labor relations
7. Listen effectively.	Language Arts	Adapts/strategy/listening
8. Facilitate group interaction.	Language Arts	Presents/informal speech
9. Resolve conflict.	Language Arts	Adapts/diction/audience-purpose-situation
10. Adapt to environment/situation.	Language Arts	Adapts/style -

**RELATED ACADEMIC SKILLS:
WHAT THE VOCATIONAL INSTRUCTION SHOULD REINFORCE:**

JOB GETTING, JOB KEEPING COMPETENCIES:	ACADEMIC AREA	INSTRUCTIONAL
1. Identify requirements for a job.	Free Enterprise	Identifies/job opportunities
2. Complete required forms.	Language Arts	Composes/edits/forms/documents
3. Write application letter.	Language Arts	Composes/letters/business

4. Evaluate job offer.	Language Arts	Evaluates/information written/adequacy/sufficiency
5. Interact with others in a courteous and tactful manner.	Language Arts	Adapts/diction/audience-purpose-situation
6. Cooperate with others.	Language Arts	Adapts/style/cultural difference
7. Accept individual differences.	Language Arts	Adapts/style/cultural difference
8. Respect the property of others.		
9. Organize thoughts and clearly expresses point of view.	Language Arts	Adapts/strategy/speaking
10. Organize thoughts and writes clearly.	Language Arts	Adapts/strategy/writing
11. Exhibit dependability.		
12. Demonstrate punctuality.		
13. Ask for help when needed.	Language Arts	Adapts
14. Accept new challenges.	Language Arts	Adapts/situation
15. Accept supervision willingly.	Language Arts	Adapts/situation
16. Adapt to change/demonstrates flexibility.	Language Arts	Adapts/situation
17. Manage time effectively.	Free Enterprise	Identifies/cost factors/human resources
18. Follow rules and regulations.	Language Arts Free Enterprise	Comprehends/information written/ Describes/explains/government impact/regulation
19. Produce quality work.		
20. Work within guidelines.	Language Arts Language Arts	Attends/directions/tasks Comprehends/information-written
21. Take responsibilities for mistakes and/or good work.	Language Arts	Comprehends/information written-oral/cause/effect relationships
22. Comply with safety and health rules.	Language Arts	Comprehends/information written/conclusions
23. Utilize equipment correctly.	Science	Applies/uses/laboratory instruments-techniques/safety
24. Maintain clean and orderly work area.	Science Language Arts	Applies/uses/laboratory instruments Attends/directions/tasks
25. Demonstrate personal hygiene and cleanliness.	Language Arts	Attends/non-verbal cues

**RELATED ACADEMIC SKILLS:
WHAT THE VOCATIONAL INSTRUCTION SHOULD REINFORCE:**

ACADEMIC AREA INSTRUCTIONAL

ENTREPRENEURSHIP COMPETENCIES:

1. Explain the concept of capitalism.	Free Enterprise	Defines/economic terms/capitalism
2. Analyze business organizations and their ownership.	Language Arts	Evaluates/information-written
3. Recognize relevant, ethical issues in business.	Language Arts	Comprehends/information oral-written'
4. Identify the personal characteristics and skills of entrepreneurs.	Language Arts Free Enterprise	Identifies/information-written Defines/economic terms/entrepreneurs
5. Analyze the contents of a business plan.	Language Arts	Evaluates/information-written/adequacy

6. Identify factors in obtaining finances and technical assistance for a new business.	Free Enterprise	Describes/explains/financing
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